

Come work at CDSS where . . .

People come First!

THE ADULT PROGRAMS DIVISION

HAS AN IMMEDIATE OPENING IN THE
CMIPS II UNIT FOR THE FOLLOWING POSITION:

STAFF SERVICES ANALYST/ASSOCIATE GOVERNMENTAL PROGRAM ANALYST



EMPLOYMENT OPPORTUNITY

Are you looking for a challenge, a place where you can see a difference being made in the lives of California's aged, blind and disabled population? Look no further, the Adult Programs Division is looking for an individual who is hard working, well organized, has good oral and written communication skills.

Come join a wonderful group of highly skilled and motivated individuals who are out to make a difference in the lives of those in need.

To find out more information and view a copy of the duty statement, please click on the appropriate link. Once you have viewed the information if you still have questions, please contact Cathi Taylor at 916-229-4346.

Your signed state application can be mailed/faxed to the location specified below, or e-mailed to Cathi.taylor@dss.ca.gov.

Applications will be evaluated based on eligibility and desired qualifications, and interviews may be scheduled. All appointments are subject to SROA/Surplus provisions

CDSS EMPLOYEES ARE ENCOURAGED TO APPLY.

Final File Date: May 10, 2010

If interested and would like to be part of the CDSS mission to make a difference in the life of a child, a family or an elderly person, please submit your application to:

Contact Information: Cathi Taylor
8745 Folsom Blvd., Ste 230 MS 19-92
Sacramento, CA 95826
916-229-4346 / 916-229-3155 (fax)

**ADULT PROGRAMS BRANCH
ADULT PROGRAMS POLICY BUREAU
CMIPS II POLICY SUPPORT UNIT**

**DUTY STATEMENT
STAFF SERVICES ANALYST**

CONCEPT OF POSITION:

Under the supervision of the Case Management, Information and Payrolling System II (CMIPS II) Policy Support Unit Manager (SSM I), the Staff Services Analyst (SSA) performs analytical, policy and technical work relative to the new automated In-Home Supportive Services (IHSS) and CMIPS II. IHSS is a state administered program delivered through California's 58 counties and provides domestic and personal care services to aged, blind, and disabled recipients. The CMIPS II system provides on-line case management and payrolling support for the counties. The SSA will work with various California Department of Social Services (CDSS) divisions and branches, Department of Health Care Services, counties, the Office of Systems Integration (OSI) staff and the CMIPS II vendor as part of a unit and/or team to address a variety of policy and technical issues and complete projects associated with implementation of the new system.

RESPONSIBILITIES OF POSITION:

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| 50% | <ul style="list-style-type: none">• Assist with routine analysis of program requirements for CMIPS II.• Conduct routine analysis of legislation regarding program impact and recommend changes.• Participate in meetings with Departmental staff, stakeholders, and appropriate persons from various private and governmental organizations for the purpose of problem identification and resolution, inclusion of program policy and regulation, and procedure development.• Assist with the development and coordination of routine CMIPS II changes in response to program policy changes and respond to questions about the changes.• Under the direction of the Unit Manager, coordinate various activities between CDSS units, the OSI, counties, and other agencies.• Prepare issue papers, All-County Letters, All-County Information Notices, regulations and general correspondence relating to the IHSS program. |
| 40% | <ul style="list-style-type: none">• Respond to inquiries from program stakeholders.• Assist with projects that include studies aimed at identifying ways for improving operations of IHSS/CMIPS II.• Under direction from the Unit Manager and other more |

- experienced staff, provide CMIPS II policy interpretations, instruction and guidelines.
- Participate in focus groups, joint application design activities and other application design and implementation activities.
- 10% • Other duties as assigned, including but not limited to, providing analytical assistance on issues related to CMIPS II.

SUPERVISION RECEIVED

The SSA is directly supervised by the CMIPS II Policy Support Unit Manager, but may receive some assignments and direction from a lead analyst on certain projects. The incumbent is required to utilize initiative and resourcefulness in completing assignments.

SUPERVISION EXERCISED

None

ADMINISTRATIVE RESPONSIBILITY

None.

PERSONAL CONTACTS

The SSA will have frequent contact with all levels of Departmental employees, representatives from other governmental agencies, legislative and legal staff and members of the general public.

ACTIONS AND CONSEQUENCES

Failure to use good judgment in researching and handling sensitive and confidential material and in imparting information could result in misspent program dollars, litigation against the department or information being released to unauthorized persons in violation of State and federal law.

OTHER INFORMATION

The SSA must have good interpersonal communication skills and be able to work well under pressure.

**ADULT PROGRAMS BRANCH
ADULT PROGRAMS POLICY BUREAU
CMIPS II POLICY SUPPORT UNIT**

**DUTY STATEMENT
ASSOCIATE GOVERNMENTAL PROGRAMS ANALYST**

CONCEPT OF POSITION:

Under the general direction of the Case Management, Information, and Payrolling System II (CMIPS II) Policy Support Unit Manager (SSM I), the Associate Governmental Programs Analyst (AGPA) performs analytical, policy, and technical work relative to the new automated In-Home Supportive Services (IHSS) CMIPS II. The IHSS is a state administered program delivered through California's 58 counties and provides domestic and personal care services to aged, blind, and disabled recipients. The CMIPS II system provides on-line case management and payrolling support for the counties. The AGPA will work with Divisions and Branches within the California Department of Social Services (CDSS), the Department of Health Care Services, counties, the Office of Systems Integration (OSI) staff and the vendor(s) for the CMIPS Legacy and CMIPS II system to address a variety of policy and technical issues and complete projects associated with implementation of the new system.

RESPONSIBILITIES OF POSITION:

- | | |
|-----|---|
| 50% | <ul style="list-style-type: none">• Conduct analysis of proposed legislation regarding program impact.• Meet with Departmental staff, stakeholders, and appropriate persons from various private and governmental organizations for the purpose of problem identification and resolution, inclusion of program policy and regulation, and procedure development.• Responsible for the development and coordination of IHSS/CMIPS II changes in response to program policy changes• Coordinate various activities between CDSS units, OSI, counties, and other agencies and act as liaison to both OSI and the counties on policy interpretation and implementation questions and responses..• Prepare issue papers, All-County Letters, All-County Information Notices, regulations, general correspondence, and recommendations on major program and fiscal questions pertinent to the of the IHSS/CMIPS II. |
| 40% | <ul style="list-style-type: none">• Conduct or lead projects that include studies aimed at identifying ways for improving operations of the IHSS/CMIPS II.• Actively participate in or lead focus groups, joint application design activities, and other application design and implementation activities.• With minimal direction from the Unit Manager, prepare CMIPS II policy interpretations, instruction and guidelines. |
| 10% | <ul style="list-style-type: none">• Other duties as assigned, including but not limited to, providing analytical assistance on issues related to CMIPS II. |

SUPERVISION RECEIVED:

The AGPA is directly supervised by the CMIPS II Policy Support Unit Manager, but may receive some assignments and direction from a lead analyst on certain projects or serve as lead analyst. The incumbent is required to utilize initiative and resourcefulness in completing assignments.

SUPERVISION EXERCISED:

None

ADMINISTRATIVE RESPONSIBILITY:

None

PERSONAL CONTACTS:

The AGPA will have frequent contact with all levels of departmental employees, representatives from other governmental agencies, legislative and legal staff and members of the general public.

ACTIONS AND CONSEQUENCES:

Failure to use good judgment in researching and handling sensitive and confidential material and in imparting information could result in misspent program dollars, litigation against the department or information being released to unauthorized persons in violation of State and federal law.

OTHER INFORMATION:

The AGPA must have good interpersonal communication skills and be able to work well under pressure.